CHAPTER 18

SPILL PREVENTION AND RESPONSE PLANNING

18-1 SCOPE

This Chapter contains criteria to prevent, control and report POL spills and hazardous substances releases. It is DOD policy to prevent environmental incidents which may be caused by DOD activities and to provide for prompt, coordinated responses to contain and clean up spills and releases that might occur. DOD objectives for carrying out this policy are to:

a. Use, generate, transport, store, handle and dispose of POL and hazardous substances in a way that protects the environment.

b. Institute responsive notification and reporting procedures to be used when an incident occurs, and maintain readiness to respond rapidly to contain and cleanup a spill or release.

c. Cooperate with host nation, regional and local government agencies to ensure that public health and welfare are adequately protected from POL spills and hazardous substances releases. (See Sections 18-3.1.c.(4), 18-3.1.c.(5) and 18-3.1.c.(6)).

18-2 DEFINITIONS

18-2.1 Hazardous Substance. Any substance having the potential to do serious harm to human health or the environment if spilled or released in reportable quantity. A listing of these substances and corresponding reportable quantity is contained in Appendix A. The term does not include:

a. Petroleum, including crude POL or any fraction thereof, which is not otherwise specifically listed or designated as a hazardous substance above.

b. Natural gas, natural gas liquids, liquefied natural gas, or synthetic gas usable for fuel (or mixtures of natural gas and such synthetic gas).

18-2.2 Incident. Any spill or release of POL or hazardous substances.

18-2.3 Installation On-Scene Commander (IOSC). The official that coordinates and directs DOD control and cleanup efforts at the scene of a POL spill or hazardous substance release at DOD installations and activities. This official is designated by the installation or activity commander.

18-2.4 Installation Response Team (IRT). A team performing emergency functions as defined and directed by the IOSC.

18-2.5 Oil. POL of any kind or in any form, including, but not limited to, petroleum, fuel POL, sludge, POL refuse and POL mixed with wastes other than dredged spoil.

18-2.6 POL. Includes, but is not limited to, petroleum and petroleum-based substances comprised of complex blends of hydrocarbons derived from crude oil such as motor fuels, residual fuel oils, lubricants, petroleum solvents and used oils.

18-2.7 Reportable Quantity (RQ). A released quantity of POL or quantities of hazardous substances which meets or exceeds those identified in Section 18-2.9.

18-2.8 Significant Spill or Release. An un-contained release to the land or water in excess of any of the following quantities:

a. For hazardous waste or hazardous substance identified as a result of inclusion in Appendix A, any quantity in excess of the reportable quantity listed in Appendix A:

b. For POL or liquid or semi-liquid hazardous material, hazardous waste or hazardous substance, in excess of 415 liters (110 gallons);

c. For other solid hazardous material, in excess of 225 Kg (500 pounds); or

d. For combinations of POL and liquid, semi-liquid and solid hazardous materials, hazardous waste or hazardous substance, in excess of 340 Kg (750 pounds).

18-3 REQUIREMENTS

18-3.1 All DOD installations will prepare, maintain and implement a Spill Prevention Control and Countermeasure (SPCC) Plan and an Oil and Hazardous Substance (OHS) Pollution Contingency Plan, for the prevention, control, cleanup and reporting of POL and hazardous substance incidents. These plans may be consolidated into one plan meeting the requirements of both. It should be noted that SPCC deals with spill prevention through the implementation of engineering and/or operational control and countermeasures at POL facilities; whereas OHS pollution contingency planning deals with organizations, procedures, and resources to respond and cleanup spills. Not only their objectives are different, their implementation usually involve different departments within a DOD installation. The plan(s) will be reviewed annually and updated as necessary.

a. SPCC Plan: For SPCC Plan, please refer to Section 9-3.1. The Plan shall be certified by a registered professional engineer or equivalent, reviewed annually, and updated as necessary.

b. OHS Pollution Contingency Plan: The OHS Pollution Contingency Plan will identify resources for mitigating incidents of POL or hazardous substances at installations and activities, and to provide assistance to other agencies when requested. As a minimum, this plan will:

(1) Include the name, title, responsibilities, and telephone number of the designated IOSC.

(2) Designate an IOSC to coordinate and direct DOD control and cleanup efforts at the scene of a POL spill or hazardous substance release. The IOSC will be thoroughly familiar with all aspects of the OHS Pollution Contingency Plan, all operations and activities involving POL and hazardous substances, the location and characteristics of POL and hazardous substances handled, the location of all records, and the storage layout. In addition, the IOSC will have the authority to commit the resources needed to carry out the OHS Pollution Contingency Plan.

(3) Assign IRT for POL spills and hazardous substance releases.

(4) Specify IRT's responsibilities, duties, procedures, composition, resources and training requirements.

(5) Establish notification procedures which;

(a) Develop and maintain current roster of the persons, and alternates, who must receive notice of a POL spill or hazardous substance release. The roster will include name, organization mailing address, and work and home telephone number.

(b) Assign responsibilities for making the necessary notifications including notification to the emergency services providers.

(c) Without compromising security, include provisions for the notification of the emergency coordinator after normal working hours.

(d) Provide access to a reliable communications system for timely notification of a POL spill or hazardous substance release. Notification system must be organized to operate 24 hours-a-day, 7 days-a-week.

(e) Provide for the notification of the installation commander and proper local authorities to include the Japan Maritime Self Defense Force if necessary in the event of hazard to human health or environment.

(f) Describe the procedures, responsibilities, and methods for releasing information in the event of a spill or release.

(6) Establish detection procedures:

(a) Surveillance procedures for early detection of POL spills and hazardous substance releases.

(b) A description of immediate response actions that should be taken when an incident is first discovered.

(7) Prioritize a list of various critical water resources that will be protected in the event of a spill.

(8) List available resources:

(a) Located at the installation or activity. List all emergency equipment at the facility (such as fire extinguishing systems, spill control equipment, communications and alarm systems (internal and external) and decontamination equipment), where this equipment is required. This list will be kept up-to-date. In addition, the OHS Pollution Contingency Plan will include the location and a physical description of each item on the list, and a brief outline of its capabilities.

(b) Established through written prearranged agreements (within DOD or with the Government of Japan) that are available to the installation to clean up or reclaim a large spill due to DOD activities, if such spill exceeds the response capability of the installation. These agreements include arrangements with installation and/or local police departments, fire departments, hospitals, contractors and emergency response teams to coordinate emergency services.

(9) List cleanup methods:

(a) Procedures and techniques used to identify, contain, disperse, reclaim and remove POL and hazardous substances.

(b) Procedures for the proper disposal of recovered substances, contaminated POL and absorbent materials, and procedures to be accomplished prior to resumption of operations.

(c) A description of general safety and fire prevention precautions for spill cleanup actions.

(10) An evacuation plan for personnel where there is a possibility that evacuation would be necessary. This plan will describe signal(s) to be used to begin evacuation, evacuation routes, alternate evacuation routes (in cases where the primary routes could be blocked by releases of hazardous waste or fires), and a designated meeting place.

c. Reporting: The reporting of the OHS Pollution Contingency Plan will address the following -

(1) Record keeping when emergency procedures are invoked. The record will include the following for each incident:

(a) Date, time, location and type of an incident;

(b) Name, quantity and source of material involved;

(c) Cause of an incident and name of the party involved with the incident;

(d) Measures taken to contain and cleanup the spill;

(e) Quantity and disposition of material resulting from cleanup;

(f) Measures taken to prevent recurrence.

(g) Severity and geographic area affected;

(h) Local reaction and press coverage.

(2) Any POL spill or hazardous substances release which meets or exceeds the reportable quantities, will be reported to the IOSC immediately. Immediate actions will be taken to eliminate the source and contain the spill or release.

(3) Notification of appropriate installation or activity chain of command.

(4) All known or suspected pollution incidents which meet or exceed the reportable quantity as described in JEGS will be reported by telephone and/or message, appropriately classified, to HQ USFJ/J4. Except for emergency situations described in Paragraph 18-3.1.c.(6), service components will notify HQ USFJ/J4 prior to notifying local DFAO/DFAB. Each service should notify HQ USFJ/J4 Environmental Programs Office (HQ USFJ/J42E) by telephone at DSN 225-4733 or HQ USFJ Command Center at DSN 225-2456, or by fax (for spills during non-duty hours) within four hours of an incident as defined below:

(a) A spill or release occurs inside a DOD installation and cannot be contained within any required berm or secondary containment; or

(b) A spill exceeds 415 liters (110 gallons) of POL/fuel; or

(c) A possible contamination of a water resource; or

(d) Any toxic or hazardous material/waste spill; or

(e) Any off-base spill including spills into the ocean or drainage system, or on public roadway; or

(f) The IOSC determines that a spill or release is significant.

(5) Installation commanders will adhere to specified procedures for providing initial and follow-up notifications to HQ USFJ, when incidents or accidents occur on USFJ installations. These procedures are promulgated in USFJ Policy Letter (PL) 85-2, Protection and Enhancement of Environmental Quality; USFJ PL 55-1, Advanced Notification; USFJ PL 55-6, Operations and Serious Event/Incident Reporting; USFJ PL 11-14, Petitions and Petitioners; USFJ PL 30-2, Condolence Procedures; USFJ PL 4-10, Visits of Japanese to United States Forces, Japan (USFJ); and USFJ PL 4-4, Freedom of Information Act Program. Notification to local officials should be accomplished by GOJ agencies, more specifically by the Defense Facilities Administration Agency (DFAA) Office or Bureau

(DFAO/DFAB) who normally maintains liaison between the installation and the city or prefecture concerned. Local commanders will not notify local Japanese officials directly on any matter concerning incidents or accidents without prior coordination with and approval of USFJ, and then only in conjunction with local DFAO/DFAB except as noted in Paragraph 18-3.1.c.(6).

(6) When a POL spill or hazardous substance release occurs on a DOD installation which cannot be contained within the installation boundaries, and a threat to off-base Japanese people, property, or drinking water resources in an emergency situation, local Japanese officials and DFAO/DFAB will be notified immediately. In such a case, no prior J4 approval is required since time may be of the essence and local off-base spill response actions will normally be needed at once to alleviate any threat to people or the environment. However, notification to J4 via telephone/fax must be accomplished as soon as possible.

d. Training: Installations will provide annual training and conduct the necessary exercises to ensure the effectiveness of personnel and equipment. The training will also provide guidance in regard to notification, reporting, funding assistance, logistical support, resources available and coordinating efforts available.

e. Site Specific Plans:

(1) General information on the installation including name, type or function, location and address, charts of drainage patterns, designated water protection areas, maps showing locations of facilities, critical water resources, land uses and possible migration pathways.

(2) An inventory of all POL and hazardous substances at storage, handling and transfer facilities described in Section 9-3.1.b.

(3) A detailed description of countermeasures, including structures and equipment for diversion and containment of spills, for each facility listed in the inventory. Measures should permit, as far as practical, reclamation of spilled substances. Chapters governing hazardous materials, hazardous waste, POL, underground storage tanks, pesticides and PCBs provide specific criteria for containment structure requirements.

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